

# INVERS

## User Orientation



Washington State Department of  
**Enterprise Services**

# *Table of Contents*

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- [Making a New Reservation](#)
- [Canceling a Reservation](#)
- [Picking Up Your Vehicle](#)
- [Returning Your Vehicle](#)
- [Adding Comments to Your Reservation](#)
- [Please Be a Courteous Driver](#)



**<https://fleet.invers.com/wsm/>**

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**If you don't already have login information, contact your agency transportation officer.**

WA State Fleet Operations

Home



## Welcome to the reservation system!

Thanks for using the Washington State reservation system. For assistance please call 360-664-9207.

### Login

User Number

HRMS #

Password (PIN)

Password (PIN)

Login

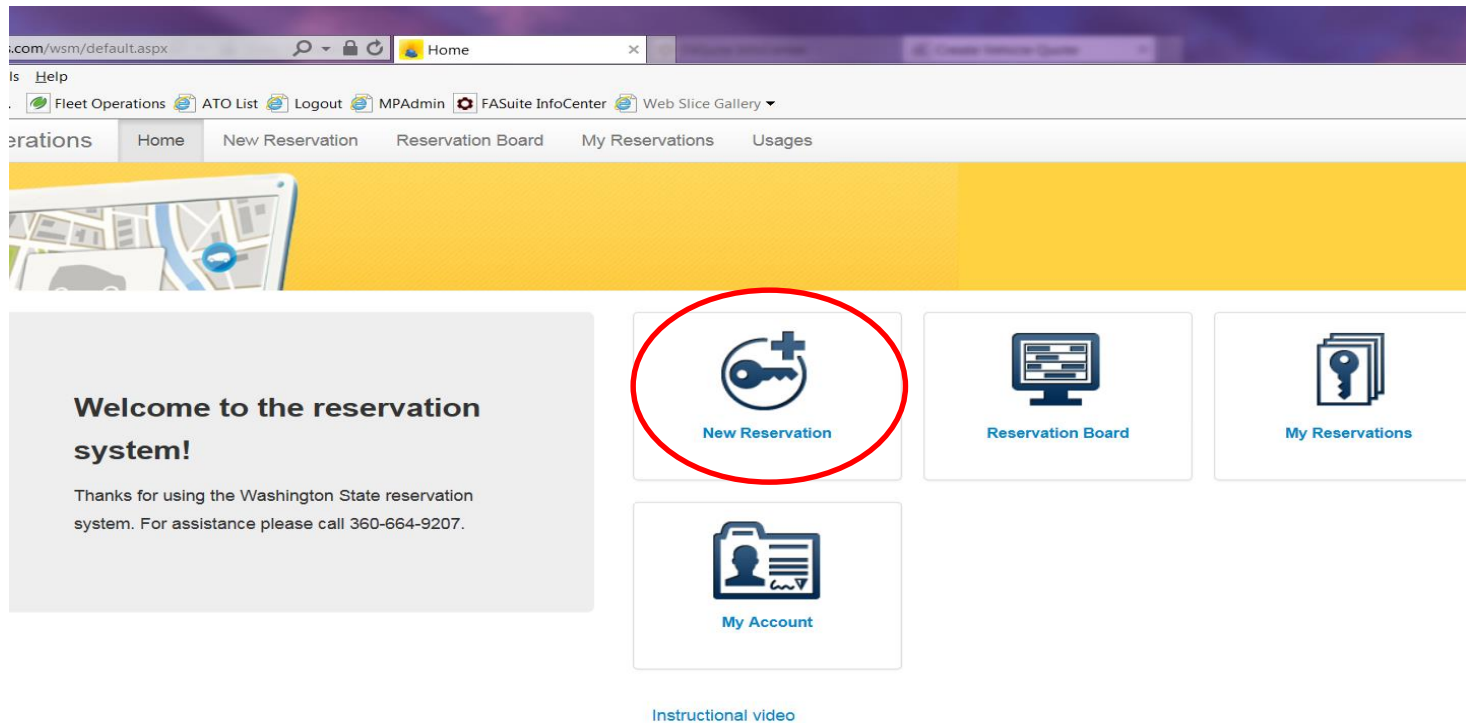
[Forgot password?](#)

[Instructional video](#)



# Making a New Reservation

Click on the “New Reservation” icon.



# Making a New Reservation

WA State Fleet Operations   New Reservation   Reservation Board   My Reservations   Usages

Reserve a vehicle   Vehicle selection for the date   Confirm and specify details   ✓

**Which Customer Account**  
Joe Black\_987654

**Driver**  
Joe Black

**Category**  
--any--

**City**  
Olympia

**Location**  
Capital Campus Parking Garage

**Reservation Start**  
7/26/2017 7:30 AM

**Reservation End**  
7/26/2017 8:30 AM

Reserve

## Required reservation data

- Category of vehicle you wish to reserve
- City and location where you are picking up the vehicle
- Start and end dates
- Click the “Reserve” button



# Making a New Reservation

## Selecting Start Date & Time:

Reservation Start

2/23/2016 10:00 AM

February 2016

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	1	2	3	4	5
6	7	8	9	10	11	12

Today

Figure 1

Reservation Start

2/23/2016 10:00 AM

23 February 2016

AM

12	1	2	3	4	5
6	7	8	9	10	11

PM

12	1	2	3	4	5
6	7	8	9	10	11

Today

Figure 2

Reservation Start

2/23/2016 10:00 AM

23 February 2016

AM

10:00 10:15 10:30 10:45

Today

Figure 3

- Once you select the date, the hour box will appear. (figure 1)
- Select your hour and the minute box will appear. (figure 2)
- Select your minute pickup time. (figure 3)
- **You must select an option on each screen**



# Making a New Reservation

## Selecting End Date & Time:

Reservation End

2/23/2016 11:00 AM

February 2016

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	1	2	3	4	5
6	7	8	9	10	11	12

Today

Figure 1

Reservation End

2/23/2016 11:00 AM

24 February 2016

AM

12	1	2	3	4	5
6	7	8	9	10	11

PM

12	1	2	3	4	5
6	7	8	9	10	11

Today

Figure 2

Reservation End

2/23/2016 11:00 AM

24 February 2016

AM

11:00 11:15 11:30 11:45

Today

Reserve

Figure 3

- Once you select the date, the hour box will appear. (Figure 1)
- Select your hour and the minute box will appear. (Figure 2)
- Select your minute pickup time. (Figure 3)
- **You must select an option on each screen**
- Click on Reserve box




# Making a New Reservation


## Required information to confirm your reservation:



Reserve a vehicle >> Vehicle selection for the date >> **Confirm and specify details** ✓


**Confirm Reservation**  
7/26/2017 07:30 AM-3:30 PM  
Vehicle class [Sedan Hybrid](#)  
🏠 Capital Campus Parking Garage (Olympia)

Ride sharing ☐ seats available


Destination for ride sharing 



Master Index 

Will you be crossing a toll bridge?  
No  

No. of occupants 

Reservation remark

I confirm that I hold a valid drivers license ☐ yes 

- Destination
- Master Index (billing code, dept., or N/A)
- Will you be crossing a toll bridge? Yes or No
- Number of occupants
- Check box confirming you have a valid driver's license
- Click "Confirm Reservation" button





# Making a New Reservation

## Success

Your Reservation was accepted, thanks!

New reservation from this ▾

Home

My Reservations

Change Reservation

History

Enter Note

Show Print Version

## Your Reservation 222275

Reservation start

7/26/2017 7:30 AM

Reservation end

7/26/2017 3:30 PM

Customer

Joe Black 987654

**KeyManager Access Code**

**C81459**

Driver

Joe Black

Reservation remark

Ride sharing

no seats available

Destination for ride sharing

Seattle

Will you be crossing a toll bridge?

No

No. of occupants

3

I confirm that I hold a valid drivers license

yes

Master Index

214

## Reservation Item Information

Item's category

Sedan Hybrid

Reservation info

Class reservation, item already set

Location Map



You will need the “**KeyManager Access Code**”  
to pick up the keys to your vehicle.



# Canceling a Reservation

WA State Fleet Operations   New Reservation   Reservation Board   **My Reservations**   Usages

Welcome to the reservation system!

Thanks for using the Washington State reservation system. For assistance please call 360-664-9215 Option 1.

New Reservation   Reservation Board   **My Reservations**

My Account

INVERS Reservation Training

- Click on the Reservation drop down menu
- Choose “My Reservations”



# Canceling a Reservation

Under “Current Reservations”, select the reservation you would like to cancel.

## List of Reservations

Here are your current reservations:

Reservation Owner

Joe Black\_987654

Show Reservations Starting From

7/26/2017 12:00 AM

☐ Show also cancelled reservations

 Refresh

## All Reservations

#	City	Location	Vehicle	Start	End
222299	Olympia	Capital Campus Parking Garage	Sedan Hybrid	8/25/2017 8:00 AM	8/26/2017 8:00 AM



# Canceling a Reservation

Verify this is the reservation you would like to cancel and click “Cancel Reservation” at the top of the screen.

New reservation from this	Home	My Reservations	Change Reservation	Cancel Reservation	History	Enter Note	Show Print Version
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Your Reservation 222299

Reservation start	8/25/2017 8:00 AM
Reservation end	8/26/2017 8:00 AM
Customer	Joe Black_987654
KeyManager Access Code	C66239
Driver	
Joe Black	
Reservation remark	
Ride sharing	
no seats available	
Destination for ride sharing	
Seattle	
Will you be crossing a toll bridge?	
No	
No. of occupants	
3	
I confirm that I hold a valid drivers license	yes
Master Index	n/a

Reservation Item Information

Item's category	Sedan Hybrid
Reservation info	Class Reservation
Location Map	



# Canceling a Reservation

Select “Cancel Reservation” located in the bottom right corner of the screen.

## Cancel Reservation

You are about to cancel the following reservation:

No: 222299 8/25/2017 8:00 AM - 8/26/2017 8:00 AM

Vehicle class [Sedan Hybrid](#)

Capital Campus Parking Garage (Olympia)

Ride sharing no seats available

Destination for ride sharing Seattle

Master Index

n/a

Will you be crossing a toll bridge?

No

No. of occupants

3

Reservation remark

I confirm that I hold a valid drivers license yes



Back

Cancel Reservation




# Canceling a Reservation

Success!

Your Reservation has been canceled.

WA State Fleet Operations   Home   Customer ▾   Fleet ▾   **Reservation ▾**   Bill ▾   Administration ▾   Operations ▾   ( Call center Search )



**Success**  
Your Cancellation was accepted.

## List of Reservations

Here are your current reservations:

Reservation Owner

-- please enter account --

Show Reservations Starting From

3/17/2016 12:00 AM

☐ Show also cancelled reservations

## All Reservations

#	City	Location	Vehicle	Start	End
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No data available...



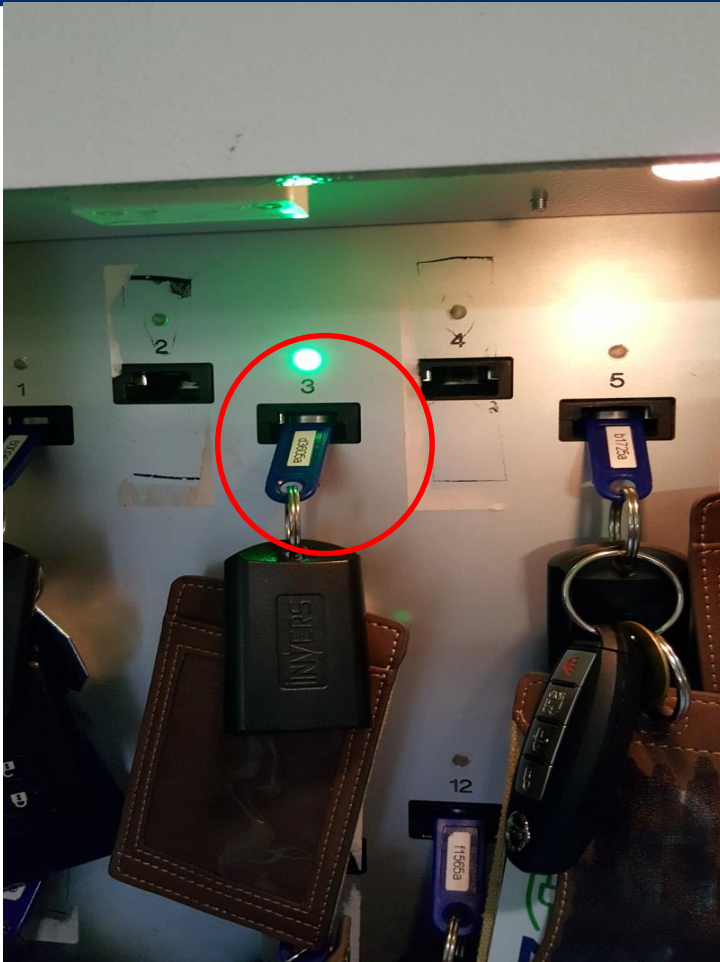
# Picking Up Your Vehicle



Use the keypad to enter your “**KeyManager Access Code**”.



# Picking Up Your Vehicle



## Follow the instructions listed on the screen:

- Open the key box door
- Remove the key with the **GREEN** flashing light above
- Once you have removed the correct key, close the box door.





# Returning Your Vehicle

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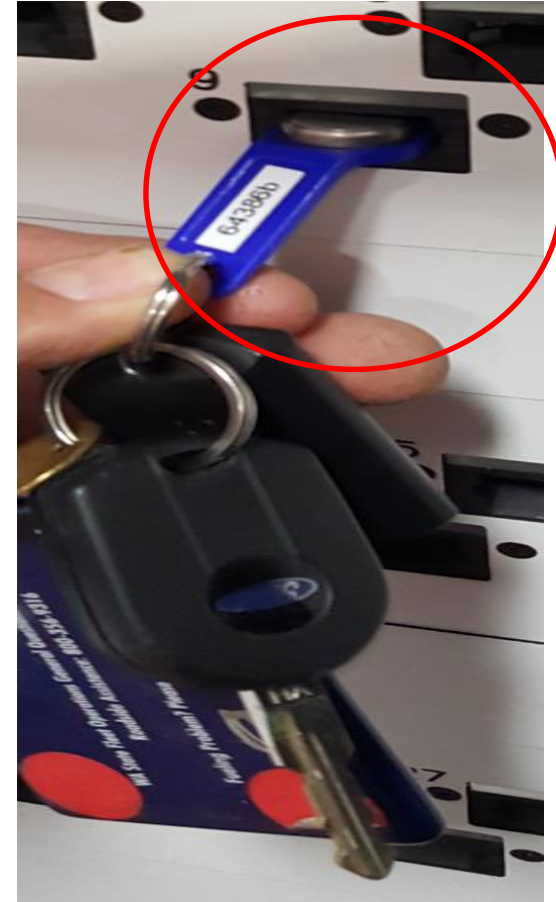


- Place the vehicle key fob up to the screen.
- Once the system reads the key fob, the screen will display the correct door to open.



# Returning Your Vehicle

- Open the door as instructed on the screen.
- Insert the key fob into any available space.
- You must insert the blue key fob into the open slot to end your reservation.



# Returning Your Vehicle



## DO NOT:

- Place the keys you are returning the in the Fleet Operations Key Drop
- Place the key in the bottom of the INVERS Box


**IMPORTANT: Your reservation will not end until the key fob is inserted into an empty key slot.**



# Adding Comments to Your Reservation

In the event you would like to notify Fleet Operations of anything not urgent or outside of business hours, you have the option to add comments to your reservation.

## All Reservations

#	City	Location	Vehicle	Start
 223884	Olympia	Capital Campus Parking Garage	Electric Vehicle Long Range	9/29/2017 7:30 AM

First, under My Reservation click on the reservation for which you need to submit a comment.



## Your Reservation 223884

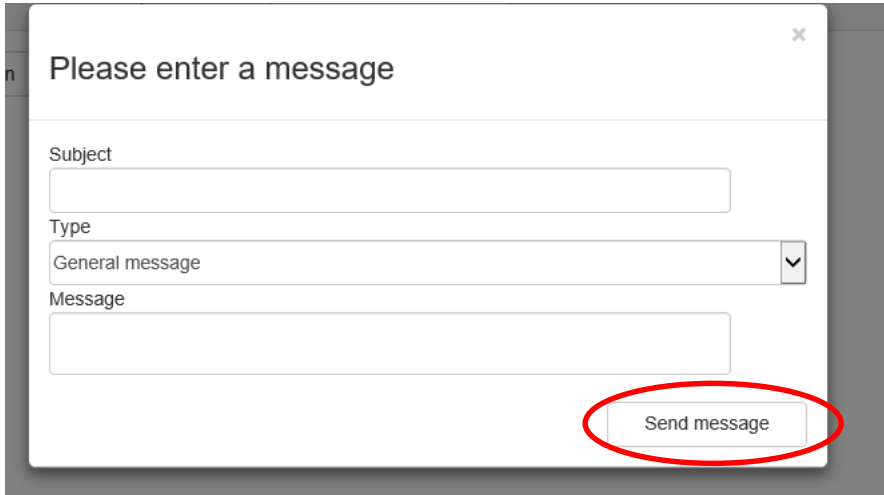
Reservation start  
Reservation end

9/29/2017 7:30 AM  
9/29/2017 7:45 AM

When on the reservation screen, click the “Enter Note” button on the top.



# Adding Comments to Your Reservation



Please enter a message

Subject

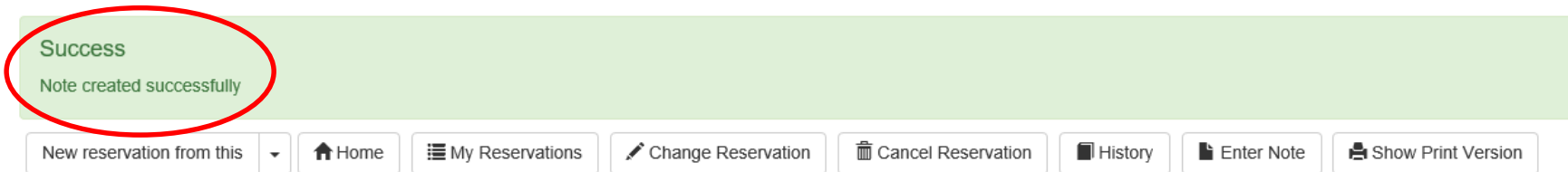
Type

General message

Message

Send message

Enter your note in the pop-up and click on “send message.”



Success

Note created successfully

New reservation from this

Home

My Reservations

Change Reservation

Cancel Reservation

History

Enter Note

Show Print Version

Your Reservation 223884

Your note has been sent!



# *Be a Courteous Driver*

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- Contact Fleet Operations via phone at 360-664-9207, email at [mpdispatch@des.wa.gov](mailto:mpdispatch@des.wa.gov), or through the INVERS system if you need assistance.
- Accidents happen! Please contact Fleet Operations at 360-664-9207 as soon as possible in the event of any spills, etc., in the vehicle so we can clean it as soon as possible.
- Return your vehicle with at least  $\frac{3}{4}$  tank of fuel as a courtesy to the next driver.
- Plug in your electric vehicle and activate the charging station when you return.
- Check the trunk and vehicle for personal belongings before returning the keys.
- Take your refuse from the vehicle.

